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Governor

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Lieutenant Governor

Kevin M. Burke
Secretary

**THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY**

MASSACHUSETTS EMERGENCY MANAGEMENT AGENCY

400 Worcester Road Framingham, MA 01702-5399

Tel: 508-820-2000 Fax: 508-820-2030

Website: www.mass.gov/mema



Don R. Boyce
Director

June 20, 2008

Dear Chief Municipal Officer:

The Massachusetts Emergency Management Agency (MEMA) is pleased to announce the availability of Citizen Corps Program (CCP) funding for local Citizen Corps Programs. We invite you to submit a funding proposal on behalf of your community's programs. Due to the limited funding, MEMA is only able to accept one proposal per community, regardless of how many CCPs are active therein. Therefore when preparing your proposal, please do so in concert with the leaders of your local CCP programs, which may include Community Emergency Response Teams, Medical Reserve Corps, Fire Corps, Neighborhood Watch, and Volunteers in Police Service programs.

The CCP grant program is a competitive grant and MEMA will base awards on the criteria identified in the attached application. Applications will be judged and scored by a three-person committee where all submissions will first be voided of personalized information (blind assessments). MEMA will only be able to select top-ranked programs. A list of allowable CCP equipment and outreach/education support will be provided from which selected participants may develop a budget of priority needs.

MEMA will continue to place a stronger emphasis on funding regional Citizen Corps Programs. In this instance however, a Citizen Corps Program may apply through its community, or if a member of a regional team, the regional program may apply.

Any equipment received through this program must be used for specific preparedness or volunteer training or by volunteers in carrying out their response functions. CCP funding is not intended as equipment to be used by uniformed emergency responders, except to support training of citizens.

Attached is a copy of the grant application package. Please discuss this application with your community's Citizen Corps Program chairperson and your local Emergency Management Director. Applications must be submitted to MEMA Headquarters by July 30, 2008 to be eligible for consideration.

If you have questions or require additional assistance in this application process, please contact Allen Phillips at (508) 820-1426 or Allen.Phillips@state.ma.us.

Sincerely,

Don Boyce, Director

cc: Local Emergency Management Directors

Region I
P.O. Box 116
365 East Street
Tewksbury, MA 01876
Tel: 978-330-1400 Fax: 978-851-8218

Region II
P.O. Box 54
12-I Rear Administration Road
Bridgewater, MA 02324-0054
Tel: 508-697-3600 Fax: 508-697-8869

Region III/IV
1002 Suffield Street
Aguawam, MA 01001
Tel: 413-821-1500 Fax: 413-821-1599

**FY 2007 Citizen Corps Program
Competitive Grant Program**

MEMA is soliciting proposals from the Commonwealth's local Citizen Corps Programs (CCP) for participation in the FY 2007 Citizen Corps Program Competitive Grant Program. The purpose of the Competitive Grant Program is to strengthen local CCP capabilities through the allocation of authorized equipment and outreach/education materials.

MEMA will convene a three-person review committee to evaluate and rank proposals based on the application criteria, and the degree to which the applicant demonstrates a robust level of activity and commitment to community volunteer service. MEMA will fund top-ranked programs.

MEMA will leverage economies of scale by purchasing all equipment and coordinating the distribution of equipment from its Headquarters facility in Framingham. All awardees will be expected to collect their equipment at MEMA Headquarters. MEMA will sign over all the equipment to the community. The equipment will then become the property and responsibility of the community to maintain and inventory.

Allowable expenditures:

- A list of allowable CCP equipment and outreach/education support will be provided to the programs selected for participation.

Program Requirements:

- Existing CCP and new CCP are eligible for this grant. Programs must be registered on the federal Citizen Corps website.
- Equipment from this grant must directly support the mission of the recipient CCP.
- CCPs receiving equipment through this program may be asked to provide a follow up report by June 30, 2009 to document how the equipment was used and results obtained/impact of the equipment. If such a report is requested, the CCP must provide the report to meet grant requirements.
- CCPs receiving equipment through this program are expected to maintain the equipment in good condition and ready for use/deployment.
- CCPs receiving equipment through this grant program may be asked to participate in an audit, should the program be audited by the state or federal auditing agencies.
- Applicants are required to use the enclosed Application Form. An electronic version of the application is available on the MEMA website at www.mass.gov/mema.
- All pages of the application must be typed (except for required signatures), single-spaced, printed on one side, with one-inch margins and a font size of 11 or larger on white 8.5"x11" paper and be clearly numbered.

- Applicants may submit an additional two pages of material to support their proposal.
- Applications must be submitted in a paper format; no faxed or electronic applications will be accepted.

Submission and Deadline:

- Complete the attached Application Form.
- Submit Application Form on or before July 30, 2008 to:

Allen Phillips, Logistics Officer
Massachusetts Emergency Management Agency
400 Worcester Road
Framingham, MA 01702-5399

- Applications will meet the deadline if they are postmarked or received on or before the deadline date.

**Citizen Corps Competitive Grant Program
Application Form**

Proposals will be evaluated based on the responses to the set of questions listed below, and the availability of funds.

Section 1 (15 points)

Applicant Information

Community Name:

Citizen Corps Council Name:

Citizen Corps Council Chair Name:

Address:

City: Zip:

Phone: Fax:

Email address:

Project Manager Name:

Fiscal Agent Name:

Title:

Title:

Email address:

Signature:

Signature:

Person responsible for equipment maintenance, storage, deployment (if different):

Type of CCP (check all that apply):

Start-up date:

active members

- | | | |
|---|-------|-------|
| <input type="checkbox"/> Community Emergency Response Team (CERT) | _____ | _____ |
| <input type="checkbox"/> Fire Corps (FC) | _____ | _____ |
| <input type="checkbox"/> Medical Reserve Corps (MRC) | _____ | _____ |
| <input type="checkbox"/> Neighborhood Watch (NW) | _____ | _____ |
| <input type="checkbox"/> Volunteers in Police Service (VIPS) | _____ | _____ |

What type(s) of grant are you interested in:

- ☐ Equipment
- ☐ Outreach/Educational materials

Section 2: Program Activity Profile (25 points)

How often do the members of your Citizen Corps Program meet, and for what purpose?

Do you maintain records of meetings, trainings, and activations, including attendance and agendas? Explain.

What types of training, beyond the basic, have you provided to your members in the past 2 years? Please list all.

What additional training would you like to see offered beyond the basic training currently available?

In the past 24 months, how often has your Citizen Corps Program been activated? Please be specific, and list all occasions, such as planned events, exercises, and emergencies for which your CCP has been activated.

Is your local Citizen Corps Program interested in regionalizing with neighboring Citizen Corps Programs?

Section 3 (10 points)

List sources and amounts of other funding budgeted and/or received in the past 12 months to support your Citizen Corps Program (if no outside funding was received in the past 12 months, write N/A):

Section 4 (10 points)

Please provide your Citizen Corps Program Mission Statement:

Section 5 (3 questions for a total of 30 points)

5a. In 500 words or less, describe your Citizen Corps Program (10 points).

- **If your Citizens Corp Program is older than 1 year as of July 15th 2008,** please describe:
 - i. how the program contributes to the effectiveness of emergency management in your community;
 - ii. the short-term (1-year) objectives of the program;
 - iii. the long-term (5-year) objectives of your Citizen Corps Program; and
 - iv. how these objectives support the mission of your program
- **If your Citizen Corps Program is less than 1 year old as of July 15th 2008,** please describe:
 - i. your strategic plan for making your program active and contributing to the effectiveness of emergency management in your community;
 - ii. the short-term (1-year) objectives of the program;
 - iii. the long-term (5-year) objectives of your Citizen Corps Program; and
 - iv. how these objectives support the mission of your program.

- 5b. In 500 words or less, describe the activities needed to accomplish your objectives. Indicate what you are going to do, for whom, who is responsible for accomplishing the activity, the objective to be achieved, and what product(s) will result. The project activities should support your program mission. (10 points)

- 5c. In 500 words or less, describe the expected benefits of the equipment grant to your Citizen Corps Program and the expected benefits to your community. Describe how you will measure the success of this grant. (10 points)

Section 6 (10 points)

If your Citizen Corps Program received grant equipment from MEMA in 2007 and/or 2008, provide a report detailing how the equipment was used and its results/impact on the safety of your community.